



DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

FACT SHEET

Basic Business License

NAICS: 453991

Cigarette Retail

NAICS Description: This classification applies if you sell cigarettes, cigars, tobacco, pipes, and other smokers' supplies. This classification applies to permanent cigarette stands but doesn't include *Cigarette Vending Machines*.

Transaction Type: Initial

Endorsement Class: General Sales

Legal Authority:	DC Code: 47-2827; 47-2907; 47-2851.03a; 47-2404; 25-113	DCMR: Title 23, Chapter 30 et Seq
License Duration:	Two (2) Years	Category License Fee: \$39.00
License Available Online:	No	Application Fee (fixed): \$35.00
Online Processing Fee:	N/A	Endorsement Fee: \$10.00
Payment Method:	If applying in person you can pay for your Basic Business License (BBL) by cash, check, money order, or credit card. If applying by mail you can pay for your Basic Business License (BBL) by check or money order payable to "DC Treasurer" and submitted to: Department of Consumer and Regulatory Affairs, Business License Center, 941 North Capitol Street, NE, Washington, DC 20002.	
Prerequisites:	(See requirements below)	

Application Requirements: All applicants for a Basic Business License must comply with the following DC Code requirements:

- **Basic Business License Application**
To make sure you get your BBL as quickly as possible, you must submit a properly completed Basic Business License Application package. All of your responses should be printed clearly in English.
- **Certificate of Occupancy / Compliance for Zoning Regulations**
Before applying for your BBL, you'll need a Certificate of Occupancy (C of O) for the location where your business is conducted to demonstrate that your business does not conflict with building and zoning codes. (If your business is located in an office building, you may operate under the umbrella of the C of O issued to the owner of the building, as long as the C of O was issued for the entire building; check with your building owner or management company for the C of O holder name, number, and issue date.) If you have any questions about Certificates of Occupancy, please call the Building & Land Regulation Administration at (202) 442-9472.
- **Clean Hands Certification**
You'll also need to certify that you don't owe more than \$100 to the District of Columbia government as a result of fees, penalties, interest, or taxes through completion of a Clean Hands form provided in your BBL application package.
- **Office of Tax & Revenue (OTR) Registration**
Before applying for your BBL, you'll also need to register your business with OTR. If you're not already registered, simply complete and file a Combined Business Tax Registration Application (Form FR500); this can also be done online. For more information, please call the Tax Customer Center at (202) 727-4829.

Special Instructions: If your business falls into one of the following categories, there are additional requirements for your BBL application, as described below.

- **Non-Resident of the District of Columbia (including Foreign Corporations)**
If you are not a resident of the District of Columbia, you'll need to appoint a Resident Agent or an Attorney-in-Fact who lives or works in an office in the District, who will be the official recipient of any financial, process, or legal notices that we need to send to you. If you are not a DC resident, please complete the Certified Resident Agent Appointment Form.
- **Corporation, Limited Liability Company, or Partnership**
If you're a Corporation, LLC, or Partnership seeking your BBL, your business must be in "Good Standing." This means that your business has filed its required bi-annual reports and paid all applicable fees. If your business is not in "good standing" when you apply for your BBL, your application may be denied and you might have to pay a fine of \$500.00.

Cigarette Retail (Cont.)

➤ Corporate Registered Agents

Every corporation needs to have a registered agent office in the District of Columbia. This office can – but does not need to be – the same as your place of business. Foreign corporations doing business in DC need to certify that their named registered agent is duly authorized to represent that corporation.

➤ Trade Name Operative (Use of Fictitious Business Name)

If your business uses a Trade Name, you'll need to register the name with DCRA and indicate both the trade name and the official business name (including its corporation, LLC, or partnership classification) if applicable.

Responsible Agency: The Department of Consumer & Regulatory Affairs, Business and Professional Licensing Administration

Other District or Federal Agencies Involved for this Basic Business License: Office of Tax and Revenue

Additional Business Activities (BBL Endorsements):

If you conduct more than one business activity (endorsement type), you'll need to indicate those activities on your BBL application. You might have any number of additional business activities connected to this particular license endorsement. For example:

➤ Cigarette Vending Machines

- Requires an additional Basic Business License endorsement in combination with an Alcoholic Beverage Regulation Administration license.

➤ Cigarette Wholesaler

- Requires an additional Basic Business License endorsement

Special Notes: If your business includes any of the above endorsement activities, you can get additional fact sheets and application forms by contacting DCRA's BBL InfoCenter by phone at (202) 442-4311, or by email at bbl.infocenter@dc.gov.

If you prefer, you can get additional fact sheets and BBL packages on our website at www.dkra.dc.gov. Simply click on "Documents and Forms" on our main page and download the BBL forms. You will need to have Adobe Acrobat Reader on your computer; but if you don't, a link to this free download is available on our website. Once you've downloaded the forms, simply print, complete, and submit them with the applicable fees.

Businesses included within this NAICS Industry Sector: N/A